UNITED STATES MARINE CORPS
Logistics Operations School
Marine Corps Combat Service Support Schools
PSC Box 20041
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LOC 1517

STUDENT OUTLINE

EQUIPMENT REPAIR ORDER/MIMMS AIS

LEARNING OBJECTIVES

1. Terminal Learning Objective: Given the requirement to perform ground equipment maintenance and the references, perform maintenance management functions, to ensure a high state of equipment readiness per the references. (0402.03.06)

2. Enabling Learning Objectives:

a. Given the references, the unit's T/O&E, and a requirement to direct ground equipment maintenance management, audit maintenance management input transactions, per the references, identify: (0402.03.06c)

(1) Files of the Automated Information System (AIS).

b. Given the references, the unit's T/O&E, and a requirement to direct ground equipment maintenance management, direct the establishment of the repair order and equipment flow procedures, per the references, identify the: (0402.03.06f)

(1) Purpose of the Equipment Repair Order (ERO).
(2) Responsibilities associated with the ERO.
(3) Characteristics of the ERO.
(4) ERO related transactions.
(5) Purpose of the Equipment Repair Order Shopping List (EROSL).
(6) Responsibilities associated with the EROSL.
(7) Characteristics of the EROSL.
(8) EROSL related transactions.
(9) Repair flow for maintenance production.
(10) ERO close out procedures.

OUTLINE

1. FORM NAVMC 10245, ERO (EQUIPMENT REPAIR ORDER)

a. Purpose. The purpose of an equipment repair order (ERO) is to request modification, calibration, corrective maintenance (CM), preventive maintenance checks and services (PMCS), and limited technical inspection (LTI) on all ground equipment within the unit's organic maintenance capability.

(1) The ERO is used for transmitting work to higher echelons of maintenance (EOM) and for recording and reporting the maintenance performed. Maintenance personnel will use an ERO in all instances where either maintenance resources, repair parts, or secondary repairables are required to perform requested maintenance. Using the ERO is not required for the Following:

(a) When the total labor hours are less than 0.3 hours.

(b) When total parts cost is less than $25.00, and the parts do not have to be requisitioned.

(2) The ERO is not used to request or record either operator maintenance (first EOM) or depot level maintenance (fifth EOM). However, it is used to request maintenance for second through fourth EOM.

(a) The ERO may also be used in conjunction with the equipment repair order shopping list (EROSL) to requisition SL-3 components.

(b) The ERO will be used to report an end item of equipment sent to depot level maintenance (fifth EOM).

(3) Preparing a second EOM ERO is optional for the following:

(a) When transmitting test measurement diagnostic equipment (TMDE) into the calibration lab.

(b) When transmitting work to third EOM and not authorized second EOM or supported by a second EOM supporting maintenance section.

(c) However, all units, whether preparing a second EOM ERO or not, are required to establish a second EOM record in MIMMS AIS for TMDE transmitted work for calibration or third EOM.

(d) Units not using second EOM ERO must have procedures outlined in the Major Subordinate Command Maintenance Management Standing Operating Procedure.

b. Responsibilities

(1) Preparing Activity. The preparing activity may be the equipment owner, the equipment user; for example, the equipment is on temporary loan, or the equipment custodian as in the case of the maintenance section evacuating to the next higher EOM. The preparing activity is responsible for initial preparation of an ERO to include completion of the heading and description of work to be performed. The preparing activity completes the items marked with a pound sign (#). The “Description of Work” block requires entries by both the preparing activity and maintenance section.

(2) Maintenance Unit

(a) The maintenance section will receipt for the equipment by completing the "Accepted By," "Date,"(DRIS), and "ERO No." block and will complete those other blocks as indicated in preparation instructions. The maintenance section will enter information on work performed as maintenance actions are completed and will close out the ERO.

(b) When the maintenance section needs to evacuate the equipment to the next higher EOM, the maintenance section will prepare a new ERO, completing those items required of the preparing activity and using its ERO number as the request number.

(c) When an end item of equipment requires second EOM or higher, the equipment owner will prepare a second EOM ERO completing those items required of the preparing activity.

(d) When an end item of equipment requires repair beyond second EOM, the maintenance section providing second

EOM will prepare a third EOM ERO completing those items required of the preparing activity.

(e) When an end item of equipment requires repair beyond third EOM, the maintenance section providing third EOM will prepare a forth EOM ERO completing those items required of the preparing activity.

(f) When a secondary repairable item requires repair, the maintenance section requesting the repair will prepare a third EOM ERO completing those items required of the preparing activity. When the ERO is prepared, the maintenance section will evacuate the item to the maintenance section providing third EOM via the repairable issue point (RIP).

c. ERO Composition. An ERO consists of four sheets of self-carbonating paper of four different colors: white, pink, green, and yellow.

d. Preparation Instructions. The printed numbers in the blocks of an ERO heading correspond to the card columns (CC's) for the "0" transactions except for the last line of the heading where the numbers correspond to the card columns for the "T" or "3" transactions. Additionally, various ERO blocks at the bottom of the ERO correspond to CC's for the "9" transaction. Complete the ERO as follows:

(1) ERO No. The maintenance section enters the ERO number.

NOTE: Review page 2-8-1 of TM-4700-15/1_, ERO Number Log.

(2) Serial Number Turned In If Different From Below. The preparing activity enters the serial number of the equipment actually turned in for repair when different from the serial number of the system entered in the "Serial Number Block CC's 26-35." This section pertains to category codes "C," "D," "F," "H," and "K" and is optional for all other category codes.

(3) Accepted By (Signature). The individual authorized to accept the equipment for the maintenance section performing the repairs signs the ERO. The signature acknowledges the transfer of custody for the equipment. No entry is required for deferred ERO's until the equipment is delivered to the maintenance section.

When the individual authorized to accept the equipment is also the individual having the authority to authorize the ERO this entry is optional.

(4) DRIS (Date Received in Shop). The maintenance section enters the Julian date the equipment is accepted. No entry is required for deferred ERO's until the equipment is actually accepted by the maintenance unit

(5) ORF (Operational Readiness Float). Leave this field blank.

(6) Organization Doing Repairs. The preparing activity enters the noun name of the organization doing the repairs. This field may be left blank when the:

(a) Unit performing the maintenance action is also the equipment owner.

(b) Equipment is evacuated to a higher EOM and the destination AC is entered on the ERO.

(7) DEST UIC (Destination Unit Identification Code). The preparing activity enters the Unit Identification Code (UIC) of the unit that is conducting the maintenance only when the equipment is being evacuated to a supporting maintenance section; otherwise, leave blank.

(8) Request No./Old ERO No. The preparing activity enters the ERO number assigned to its ERO when the equipment is being evacuated beyond its authorized EOM.

NOTE

On category code "C" ERO's, using the end item ERO number in the request number CC's will help match the component with the end item.

(9) DCD (Deadline Control Date). The preparing activity enters the DCD (the Julian date that the equipment was actually deadlined). This entry is required for all Marine Corps Ground Equipment Resource Reporting (MCGERR) reportable (Category Code "M") equipment when the equipment is actually deadlined. Leave this field blank when the equipment is not actually deadlined. A DCD must be assigned when a non-MCGERR reportable category code "P") equipment is deadlined. Leave this field blank when non-

MCGERR reportable (Category Code “P”) equipment is degraded.

(10) ECH (Echelon). The preparing activity enters the EOM (1, 2, 3, or 4) that represents the EOM performing the repairs. (A "1" is entered only when ordering SL-3 components and Category Code is "S").

(11) Serial Number. The preparing activity enters the serial number of the equipment. The serial number is obtained from the equipment data plate; for example, the serial number for communication vehicle (AN/MRC-___) is taken from the data plate, not the registration number for the vehicle. When the serial number is placed on an ERO, use the last 10 characters of the serial number, including symbols exactly as on the equipment. Right-justify the serial number; that is, the last number of the serial number will always appear in CC 35. Close up the serial number and eliminate spaces; for example, equipment serial number 2109 8A 421-8 would be placed on the ERO as 1098A421-8. In those cases where a serial number has not been assigned, a local serial number must be assigned to the end item per the UM-4400-124. Repairable issue points entering components into maintenance activities will enter the serial number of the component. When more than one item is being batch-entered, enter a zero in CC 35 and list the serial numbers in the "Description of Work" block. Except for batching weapons for LTI/PFI/condition code, attach the LTI/PFI sheet listing serial numbers to the ERO in lieu of transcribing information to the Description of Work Block. For Category Code "C" and “K” ERO's, place the serial number of the end item in the “Serial Number” block. Enter the serial number of the component turned in for repairs in the block marked "Serial No. Turned In If Different From Below" block.

(12) Job ID. Leave this field blank.

(13) QTY (Quantity). The preparing activity enters the total number of equipment to be repaired under this specific ERO. Right-justify the QTY; that is, the last number of the QTY will always appear in CC 39.

(14) RDD (Required Delivery Date). The preparing activity enters the RDD (Julian date) the equipment is required. When an RDD is not required leave this field blank.

(15) Owning Organization. The preparing activity enters the noun name of the owning organization. When an ERO is being prepared by the using unit, enter the designation (short noun) of the activity (may be the parent unit) that is accountable for the equipment to SASSY; for example, MWSS-17, MWSG-17. When the ERO is being prepared by a supporting service unit, enter the designation of the using unit; for example, H&MS-17, MWSG-17. This field may be left blank when the owning unit AC is entered on the ERO.

(16) Owner UIC (Unit Identification Code). The preparing activity enters the Unit Identification Code (UIC) of the unit the equipment belongs to as reflected on the RUAF.

(17) Authorized By (Signature) Date. The individual authorizing the work at the preparing activity signs and enters the Julian date. The date field may be left blank.

(a) Commanders will either personally authorize or delegate in writing to specific personnel the authority to authorize all requirements based on Urgency of Need Designator (UND) “A”.

(b) When the priority of the ERO requires an upgrade; for example, Priority 13 to Priority 06, and the original signer did not have the authority for the new priority, enter the new priority, enter the new priority and the date in the “Description of Work” block and the signature of the authorized signer in the “Mechanics Signature” block.

(18) Defect. The preparing activity enters the defect code that best describes the maintenance action on the equipment undergoing repairs. This entry is optional for units not supported by MIMMS AIS. Defect Codes are contained in UM-4790-5.

(19) PRI (Priority). The preparing activity enters the priority of the ERO per MCO 4400.16_.

(20) ID Number . The preparing activity enters the system ID (Item Designator) number. Ensure that the alpha character of the ID number (06533A) is the correct designation for the specific equipment. For Category Code

"O" ERO’s, enter a dummy ID number of 00000A, 00000B, 00000C, 00000D, 00000E, or 00000F. For category "F", "H", and "D" ERO's, enter the secondary reparable ID number (when it exist). For all other Category Codes, and for Category Codes “F”, “H”, and “D” without an ID number, enter the end item ID number.

(a) For Category Code “O” ERO’s the ID number will be determined by the last character of the ID number. The last character of the ID number will be the same as the first letter in the commodity area TAM.

(b) For category "F", "H", and "D" a "3" transaction will be submitted indicating the nomenclature of the actual secondary repairable. This will appear on the Daily Process Report to assist in determining the item under repair.

(c) For Category Codes “C” and “K” a “3” transaction will be submitted indicating the nomenclature of the actual component.

(21) Nomenclature. The preparing activity enters the short noun nomenclature and/or model number of the equipment.

(22) Category Code (Circle One). The preparing activity circles the Category Code that describes the category of equipment undergoing repairs. These codes indicate such things as MCGERR reportable equipment, components of deadlined equipment, secondary repairable, etc.

CODE	DEFINITION
M	MCGERR reportable equipment deadlined requiring critical repairs. Marine Corps Bulletin 3000 contains all MCGERR reportable equipment.
N	MCGERR or non-MCGERR reportable end items requiring non-critical maintenance.
P	Non-MCGERR reportable deadlined or degraded requiring critical repairs.

X — MCGERR reportable, requiring critical repair that does not deadline the equipment but does degrade the item of equipment’s operational capability.

C — Component of an end item requiring repair. Category Code “C” ERO’s are primarily for inter-shop use. The status of the end item must be reported through the use of Category Code "M", "X", "P", or "N" ERO's. Category Code "C" is used to distinguish between repair for return to the end item/user as opposed to return to the supply system of a secondary reparable (maintenance float) as is the case of Category Code "F", "H", or "D". There are cases when the Category Code “C” will apply to the inter-shop of end items.

(NOTE: Pages 2-2-9 through 2-2-11 of TM-4700-15/1_ contains additional information on this topic.)

D — Depot level secondary repairables requiring repair, as indicated by the item's recoverability code.

O — Shop overhead, pre-expended bin items required to maintain the equipment.

F and H — Field level secondary repairables requiring repair, as indicated by the item’s recoverability code.

K — Calibration equipment requiring calibration.

S — SL-3 components for end items requiring requisition. When the lack of SL-3 components deadlines equipment, order the SL-3 component using Category Code “M” or “P” ERO that deadlines the equipment

(23) JOB STAT (Status). The maintenance section enters the job status code that describes the maintenance status of the equipment. Job status codes are contained in UM-4790-5. This entry is optional for units not supported by MIMMS AIS.

(24) JON (Job Order Number). Leave this field blank.

(25) Shop Sect (Section). The maintenance section enters the shop section code that describes the commodity maintenance shop performing the maintenance. Shop section codes are contained in UM-4790-5. This entry is optional for units not supported by MIMMS AIS.

(26) Released From Investigation (Signature). Leave this field blank.

(27) Disposition Reference. The intermediate maintenance activity enters the reference documentation when the equipment has been declared unserviceable. When the ERO has been opened for more than one item (batched), indicate the reference documentation in the "Description of Work" block by the serial number of the vehicle declared unserviceable unless the disposition instructions pertain to all of the equipment batched.

(28) Owner's Phone No. The preparing activity enters the telephone number of the individual to be notified when the equipment is ready for pickup.

(29) Sec Rep (Secondary Reparable NSN). Leave this field blank.

(30) Remarks. Enter any other information considered appropriate by the preparing activity or the maintenance section. Required entry is the old and new equipment operational time indicator readings when equipment operational time indicator is replaced.

(31) Card Type (Circle One). The maintenance section circles either T for “T” transaction or 3 for “3” transaction to indicate the desired additional transaction.

(32) NSN of Item. The maintenance section enters the NSN of the item for the “3” submission. This entry may be left blank when not required. Leave the NSN blank for Category Code “C” ERO’s. For Category Code “F”, “H

“D” ERO’s, when the ID number CC’s are blank or the secondary repairable ID is not on the MIMMS ID Standards File, the secondary repairable NSN is a required entry.

(33) T-DRIS. The maintenance section enters the Julian date the equipment was accepted in the shop performing the repairs. This entry is only required for the “T” transaction.

(34) WSC. The maintenance section enters the Weapon system code of the equipment to be repaired. when applicable, for the “T” transaction. Weapon system codes for MCGERR reportable equipment are found in the current Marine Corps Bulletin 3000. For Category Code “C” ERO’s use the WSC of the end item.

(35) Nomenclature. The maintenance section enters the nomenclature for the “3” transaction. Enter the nomenclature for the item being repaired. For Category Code “C” and “K” ERO’s submit a “3” transaction changing the nomenclature to that of the component. For Category Code “F,” “H,” or “D” ERO’s, when the ID number CC’s are blank or the secondary repairable ID is not on the MIMMS ID Standards, the secondary repairable nomenclature is a required entry.

NOTE

To help track and identify a component ERO, units may enter the component serial number from the “Serial Number Turned in if Different From Below” block of the ERO. The entry of the component serial number will help match with the end item.

(36) TAM CN/ID No. For the “3” transaction, maintenance section enters the TAM number of the equipment being repaired. For Category Code “C” and “K” ERO’s, enter the TAM of the end item that the component was removed from. Intermediate maintenance activities will enter the end item ID for secondary repairables. Right-justify entry; for example, enter ID number 04078C as 4078C. For “F,” “H,” or “D” coded secondary repairables enter the last five digits of the actual end item ID number. “3” transaction may contain the TAMCN in these CC’s for general information even when none of the above apply.

(37) Item No. The maintenance section enters the number of each task performed in numerical sequence. This

number may correspond to a task number in a TM (technical manual). If so the TM must be referenced in the "Description of Work" block one time. When using task numbers from the TM during the performance of scheduled maintenance, only list those tasks where actual work is performed; for example, tighten, adjust, test, lubricate, remove, replace, etc. Do not include tasks such as, checks, inspect, etc. When a work task is performed that calls for an observation; for example, replace air filter when unserviceable, indicate this work task on the ERO.

(38) Description Of Work. The preparing activity will enter a brief description of each task to cover symptoms of the failure.

(a) Units supported by MIMMS AIS will also enter the primary and secondary defect codes per UM 4790-5; for example, perform annual PMCS (69), Equipment Operational Time Indicator replace (X34), replace R22 in R/T front panel (T40), etc. The maintenance section will indicate the tasks as performed. These will correspond to the defects listed in the lower portion of the ERO.

(b) When all available parts are placed on the equipment and this does not complete the task, indicate this in general terms with labor hours in the appropriate column; for example, replace R-1, replaced door handle, etc.

(c) Although procedures for PMCS may require actions such as lubricate, replace oil/air/fuel filter(s), adjust brakes, etc., that may be identified as defects, include these actions in the PMCS defect code. The defect codes used in conjunction with PMCS will not be individually annotated on the PMCS ERO.

(d) Authorized signature and date for priority upgrade. When a new priority signature is required enter the date and priority in the "Description of Work" block and the authorized signature in the "Mechanics (Signature)" block. Line out the original signature when a new signature is entered.

(39) Labor (Hours). The maintenance section enters the total labor hours to the nearest one-tenth of an hour required to repair each defect listed in the "Description of Work" block; for example, perform annual PMCS (69) 6.3,

replaced Equipment Operational Time Indicator (X34) 3.1, replaced R-22, R23, and C-12 (T40) 9.5, etc.

(40) Mechanic (Signature). The person repairing the defect will sign after correction of the defect. When more than one mechanic performs the repair, the person will sign as the responsible individual.

(41) Status. Enter the changes to equipment status as they occur; for example, short tech, repairs in progress, and repairs complete. This provides a history of the equipment on the ERO, and provides a vehicle for entering "~~O~~/C" transactions into MIMMS AIS. It is not necessary to indicate all of the changes of status that occur during the same day, unless the major subordinate command maintenance management SOP establishes a mandatory requirement.

(42) Code. The maintenance section enters the job status code that corresponds to the job status entered in the status column. Entries in the column are mandatory/optional as established in the major subordinate command SOP and optional for units not supported by MIMMS AIS. Job status codes are contained in the UM 4790-5.

(43) Status Date. The maintenance section enters the Julian date the status change occurred.

(44) Non-SASSY Parts, Nomen, NSN, or Part No. Leave this field blank.

(45) QTY (Quantity). Leave this field blank.

(46) Cost. Leave this field blank.

(47) Civ Labor Chg (Civilian Labor Charge). The maintenance section enters the total civilian labor charge to the nearest cent. The cents are entered in CC's 18-19.

(48) NON-SASSY Parts Chg. Leave this field blank.

(49) Date Closed. The maintenance section enters the Julian date the equipment was returned to the owning unit.

(50) Mil Labor Hrs. (Military Labor Hour). The maintenance section enters the total military labor hours

used during the repair of equipment to the nearest one-tenth of an hour. Enter tenths of an hour in CC 36.

(51) Close Status. The maintenance section enters the appropriate job status code contained in the UM 4790-5. This entry is optional for units not supported by MIMMS AIS.

(NOTE: The only valid codes which may be used are "03", "15", or "39").

(52) No User (Number Unserviceable). The maintenance section enters the number of secondary repairable items which were washed out during repair cycle. When the quantity was one, enter it as ~~0~~1, etc. This entry is optional for units not supported by MIMMS AIS.

(53) EOTC (Equipment Operating Time Code). The maintenance section enters the appropriate EOTC for the equipment repaired. The valid entries are "D" for days, "R" for rounds, "H" for hours, and "M" for miles. To use hours, the equipment must have an hour meter. In order to use miles, the equipment must have an odometer. The EOTC may be obtained from the MIMMS ID Standards File or the Daily Process Report.

NOTE

When the ERO is closed in MIMMS AIS, the EOTC is a required entry and must match the EOTC loaded to the MIMMS ID Standard File. The EOTC loaded to the MIMMS ID Standard File will postto the DPR. When the EOTC is blank or the item is not loaded to the MIMMS ID Standard File, use an EOTC of “D” for days.

(54) Primary Meter Reading. The maintenance section enters the Equipment Operational Time Indicator reading at the time the equipment was repaired. The Equipment Operational Time Indicator reading must be compatible with the EOTC. The reading is taken to the nearest whole mile/hour. An entry is required for equipment with a primary EOTC of "H", "M", or “R”. When the Equipment Operational Time indicator was replaced during the repair cycle, enter the new meter reading and ensure that one of the defect codes in the Task Data Field reflects the fact that the Equipment Operational Time indicator was changed.

(55) Task Data. The maintenance section enters the task data. The task data fields provide for entry of defects. In order to accumulate maintenance history information, every effort must be made to record Defect 1, defect 2, and Defect 3. The following guidelines apply:

(a) No entries are required in these fields when the repairs were conducted and recorded on a higher EOM ERO.

(b) No entries are required in these fields and when the
repairs were performed and recorded on commercial activity by contract.

(c) When more than three defects have been corrected as indicated under the “description of work” block, units must enter the three most prominent ones. When the equipment operational time indicator was changed, that task is considered as the most prominent and must be entered. When a PMCS was performed, that task must also be entered.

1. Defect 1, Defect 2, Defect 3. Enter the appropriate defect codes as are recorded under the "Description of Work" block. Entries in the defect code areas are optional for units not supported by MIMMS AIS.

2. Tasks. Leave this field blank.

3. Man Hours. Leave this field blank.

(56) Inspected By (Signature). The maintenance section person that performed the quality control inspection will sign here and enter the Julian date.

(57) Owner Notified (Name). The maintenance section enters the name of the individual in the owning unit who was notified to pick up equipment when work was completed. Also, enter the date notified. When the unit is notified more than once, make additional entries under the first entry. When the unit performing the maintenance actions is also the owner, this entry is optional.

(58) Delivered To (Signature). The preparing activity individual authorized by the owning unit signs and dates to receipt for the equipment upon completion of work.

e. Filing and Disposition

(1) Use the white copy of the ERO to update the other equipment records and maintain as the original ERO becoming a part of the equipment's record. Retain the original ERO for a minimum of 1 year from the date closed.

(a) When the interval between maintenance actions exceeds 1 year, retain the most recently completed ERO.

(b) When used for a single serial number, file the white copy in the equipment record jacket/folder.

(c) When used for multiple serial numbers (batch), file the white copy in a record jacket/folder designated for the specific ID number.

(2) Use the pink copy of the ERO to update the white copy of the ERO and enter, update, and close equipment information in MIMMS AIS. Destroy the pink copy of the ERO, after the white copy of the ERO is updated and equipment information in MIMMS AIS is closed.

(3) Use the green copy of the ERO as a working copy for maintenance sections not having custody of the using/owning unit equipment records.

(a) Use the green copy of the ERO to update the original ERO and retention is optional.

(b) When the maintenance section has custody of the using/owning equipment records, the green copy will not be retained.

(c) When the maintenance section elects to use the white copy of the ERO as a working copy, use of the green copy is not required.

(4) Use the yellow copy of the ERO as a receipt, after the white copy is signed by the authorized individual of the maintenance section. Under no circumstances will more than one ERO serve as a receipt for equipment.

(a) When the maintenance section accepts the equipment and the ERO, the yellow copy is returned to the originator.

(b) When required services are completed, the yellow copy is returned to the maintenance section with the original ERO returned to the using/owning unit.

(c) When the white copy of the ERO is returned to the using/owning unit, the maintenance section will destroy the yellow copy.

f. Additional Instructions

(1) When equipment is evacuated to a higher echelon of maintenance, an open ERO must exist at both the evacuating echelon of maintenance (second or higher) and the echelon of maintenance to which the equipment was evacuated. Any maintenance section with more than one authorized echelon of maintenance (second or higher) may record all maintenance on the lowest authorized echelon of maintenance (second or higher) ERO.

(2) When scheduled PMCS become due, prepare a PMCS ERO and record the PMCS on the PMCS ERO. When the PMCS is completed or completed as far as practical, close the PMCS ERO and accomplish any CM on a separate CM ERO, only when the ERO can be closed after completion of the PMCS.

(3) Required maintenance on equipment that a deferred ERO has been submitted may be performed using the deferred ERO as the authorizing document.

NOTE

A deferred ERO is one which has been inducted into maintenance allowing for requisition of any necessary parts and/or schedule the equipment for modification, calibration, CM, or PMCS, and the equipment is not deadlined. When properly used, it allows better scheduling of scarce maintenance resources and use/upkeep of equipment. The use of job status “UNIT RECALL” should not be confused and used interchangeably with “SHORT PARTS”. When repairs by a maintenance section are required, and the owner wishes to use the equipment, the equipment may be inducted in a “UNIT RECALL” status. The procedures are as follows:

(a) When the equipment is accepted for “UNIT RECALL,” the maintenance section holds all copies of the ERO and the operable equipment will be retained by the requesting unit.

(b) When the ERO is as a deferred/unit recall ERO, careful local procedures must be established to ensure proper accountability of the equipment and use of the yellow copy as a receipt after the maintenance section signs the “Accepted By” block of the ERO.

(c) The maintenance section must open the ERO in MIMMS AIS with “UNIT RECALL” job status per the UM-4790-5 when the maintenance on equipment has been deferred.

(d) Schedule equipment on “UNIT RECALL” into the maintenance section as soon as possible after receipt of all necessary materials.

1 When the equipment is not available when called for by the maintenance section, the maintenance section will change the job status from “UNIT RECALL” to “AWAITING EQUIPMENT” until the equipment is delivered to the maintenance section.

2 When the maintenance section, is the IMA the owning unit will continue to show the job status “UNIT RECALL” until the equipment is returned to the IMA. When the equipment is returned to the IMA, the owning unit will change the job status to “EVAC HECH”.

(4) Prepare an ERO for each individual item of equipment requiring maintenance. One ERO may be completed for items submitted in batch, and the equipment must have the same ID number. Principle end items (Class VII) will not be submitted in batch for PMCS or CM nor urgent modification application when the modification places the equipment in a not mission capable status.

(5) Either a copy of the maintenance forms used by other services such as U.S. Army DA-2407, in the accomplishment of maintenance services under an inter service support agreement (ISA), or a transcription on an ERO must be filed in the equipment record jacket or folder and maintained there the same length of time as an ERO. The transcription should contain all information available

that is required on an ERO/EROSL and be entered into MIMMS AIS.

(6) Certain key entries on the ERO are transposed from the ERO into MIMMS AIS through various means for units supported by MIMMS AIS.

(7) When the NAVMC 10925, EROSL is properly completed, it will constitute authorization for the requisition of any parts for an associated ERO.

(8) When the quantity of information recorded on an ERO exceeds the available space, attach another ERO as an additional page listing the ERO number and serial number reflected on the first. When the ERO is closed, complete the bottom portion of the first page.

(9) Category Code "M" and "P" ERO's with a DCD. Open only one deadlined ERO on a specific item of equipment at each EOM. When an item of equipment is evacuated beyond second EOM, open a deadlined ERO on a one-for-one basis with the using unit organizational ERO as the initiating document. Active ERO's previously used as deadlined will not be upgraded to deadlined or degraded. Use deadlined ERO's as follows:

(a) For critical repairs that deadlines the equipment, use Category Codes as follows:

1."M" with a DCD for MCGERR reportable equipment.

2."P" with a DCD for non-MCGERR reportable equipment.

(b) When equipment has been repaired to the extent that it is no longer deadlined, remove the equipment from a deadlined status as follows:

1. Close the ERO, when all repairs are completed.

2. Downgrade the Category Code of the ERO, when all repairs are not completed.

(10) Category Code "X" and "P" ERO's without a DCD. Open only one degraded ERO on a specific item of equipment

at each EOM. When an item of equipment is evacuated beyond second EOM, open a degraded ERO on a one-for-one basis with the using organizational ERO as the initiating document. Active ERO's previously used as degraded will not be upgraded to degraded or deadlined. Use degraded ERO's as follows:

(a) For critical repairs that degrades the equipment but does not deadline the equipment, use Category Codes as follows:

1. "X" or MCGERR reportable equipment.

2. "P" without a DCD for non-MCGERR reportable equipment.

(b) When equipment has been repaired to the extent that it is no longer degraded, remove the equipment from a degraded status as follows:

1. Close the ERO, when all repairs are completed.

2. Downgrade the Category Code of the ERO, when all repairs are not completed.

(11) Use Category Code "O" ERO's to establish an ERO base on MIMMS AIS that will allow the requisition of shop requirements; for example, preexpended bin items, lubricants, shop supplies.

(12) Category Code "S" ERO's may be used to establish an ERO base in MIMMS AIS that will allow the requisition of SL-3 components. When the lack of an SL-3 component deadlines equipment, order the SL-3 component using a Category Code "M" or "P" ERO that deadlines the equipment. When SL-3 components are requisitioned, use the ID and serial number of the equipment. Category Code "S" ERO's should only reflect current demands and will not be used as a pending/post record for SL-3 components procurable from non-system sources; for example, DSSC, Self Service. Accordingly, there is no requirement to record non-system demands/receipts with the "SC", "PB", or "99" advice codes.

(13) Category Code "C" allows the unit to evacuate major components of an end item for maintenance to maintenance shops at the same EOM or to a higher EOM.

Additionally, it allows maintenance shops to inter-shop end items at the same EOM, that has a Category Code “M”, “X”, “P” or “N” ERO open.

(14) Equipment is considered to be deadlined, not mission capable, when it cannot perform is designated combat mission. Routine modifications, PMCS, or lack of non-critical repair parts; for example, fenders and windshields will not cause a deadline condition. The organization that owns the equipment is responsible for determining the equipment’s status and adding, changing, and deleting the deadline status. The three deadline status's are Not Mission Capable Maintenance (NMCM), Not Mission Capable Supply (NMCS), Not Mission Capable Transit (NMCT).

(a) “Critical parts” are those repair parts or secondary repairables that preclude the equipment from performing its intended mission to shoot, move, or communicate and requires second through fifth EOM.

(b) “Non-critical parts” are those repair parts or accessories that affect equipment’s ability to perform its intended mission but do not preclude it from shooting, moving, or communicating.

NOTE

FED LOG has a listing for Combat Essentiality Code (CEC). The CEC can be found in the FED LOG management view screen under the service/agency (S/A) MGMT CTL data element in position 2. The S/A code for the Marine Corps is DM. A CEC of 5 is for repair part or secondary repairable, when failure in a MCGERR reportable end item will render it inoperative or reduce its effectiveness below the minimum acceptable level of efficiency. When a CEC of 6 is listed, it is for repair part or secondary repairable when failure in a non-MCGERR reportable equipment will reduce its effectiveness below the minimum acceptable level of efficiency.

(15) Use Category Code “K” to evacuate Test, Measurement, and Diagnostic Equipment (TMDE) to the supporting calibration laboratory.

(a) All units will prepare an intermediate maintenance ERO to evacuate TMDE to the calibration

laboratory. Enter a request number in the “Request CC’s of the ERO. Use the request number for establishing the unit level record.

(b) When the calibration laboratory cannot calibrate the TMDE due to a requirement for corrective maintenance, change the Category Code to “M” or “P”. After completion of corrective maintenance change Category Code back to “K”. The calibration laboratory must notify the owning unit when changing the Category Code.

(16) Table 2-1 is an ERO matrix that indicates the appropriate urgency of need designator that must be used for assignment of priorities to Category Codes. The relationship to urgency of need designator and for activity designators are defined in MCO 4400.16_.

CATEGORY CODE	URGENCY OF NEED DESIGNATOR
“M”	A or B
“N”	C
“P”	A or B
“X”	B
#”C”	A, B, or C
“O” or “S”	C
##”D,” “F,” or “H” A or B	
“K”	A, B, or C

NOTE

(1) For a Category Code “C” ERO the urgency of need designator must be equal to, or lower than, the priority of the end item.

(2) For a Category Code “D”, “F”, or “H” ERO with a secondary repairable item that an exchange has been made, the RIP OIC will determine the urgency of need designator.

2. PCMIMMS INPUT TRANSACTIONS: After entering the PCMIMMS program, select option “(2) PCMIMMS TRANSACTIONS” from the master menu to access the following transactions:

a. THE 0/A TRANSACTION

(1) Purpose. This input transaction enters selected maintenance information extracted from the ERO (NAVMC 10245) to build the data base in the FMSS for that specific ERO number.

(2) ADPE Screen. The following O/A Transaction Screen will appear:

PCMIMMS
0/A TRANSACTION

1-ERO NUMBER: _____	**2-DRIS :** _____	**3-NOT USED :**
4-DEST AAC : _____	**5-DCD :** _____	**6-ECH :**
7-SERIAL # : _____	**8-NOT USED :** _____	**9-QTY IND :**
10-RDD : _____	**11-OWNER AAC :** _____	**12-DEF CODE :**
13-PRI ERO : ____	**14-ID NO :** _____	**15-CAT :**
16-JOB STAT : __	**17-JON :** ____	**18-SHOP/S :**
19-A/C/T : ___		

...Enter < ? > to Exit...

(3) Note - At any time during the process of building the 0/A transaction, you may exit the routine without writing the record by placing a "?" in any position of a data field.

(4) After all data fields for the 0/A transaction have been filled and the enter key is pressed, an option will pop up with the following:

0. END OPTION =>
1. WRITE RECORD
2. CHANGE FIELD CONTENTS

SELECT AN OPTION AND PRESS ENTER

(a) Write Record. Selection of this option will write the 0/A transaction to the system transaction file for processing during the file update (the

file update process will be covered during your next period of instruction).

(b) Change Field Contents. Selection of this option will provide the operator with an opportunity to correct errors made during data entry prior to writing the record to the system transaction file.

(c) End. Selection of this option will exit the 0/A transaction without writing the record to the system transaction file.

(5) Once the operator completes the record (i.e., writes the record to the system transaction file by selecting option 1), the system program will display the following message:

Is the Next Transaction a 0/A Tran? < YES > or < NO > ==>

(a) If the answer is Yes: the system program will automatically return to the 0/A transaction input screen.

(b) If the answer is No: the system program will exit the 0/A transaction screen and return to the PCMIMMS transaction menu. Select 0 or End to return to the Master Menu.

b. "T" AND "0/T" (ZERO TRANSFER) TRANSACTIONS

(1) Purpose. This input transaction establishes an ERO chain and transfers selected information from an existing ERO record to a new ERO number when the equipment is transferred to a higher level of maintenance. Only intermediate maintenance shops normally use this transaction.

(2) Screen. The following T Transaction Screen will appear:

PCMIMMS
T TRANSACTION

1 OLD ERO NUMBER
2 NEW ERO NUMBER
3 DRIS

4 PARTS
5 LATER PARTS
6 MAU INDICATOR
7 JON

(a) OLD ERO NUMBER. Enter the ERO number of the existing ERO in the system files from which the selected information is desired

(b) NEW ERO NUMBER. Enter the new ERO number to which selected information from the old ERO number is to be transferred from the system files.

(c) DRIS. Enter the Julian date that the equipment was received in the shop performing maintenance.

(d) PARTS. Enter a "Y" in this field on the initial T transaction if the open parts record from the old ERO is required. The open parts record will appear on only one process cycle.

(e) LATER PARTS. Enter a “Y” in this field if the open parts record from the old ERO is required. The open parts record will appear on only one process cycle.

(f) MAU-INDICATOR. This field is left blank.

(g) JON. This field is always defaulted.

(3) Once the JON is defaulted and the enter key is pressed, the following message is displayed:

0. END OPTION =>
1. WRITE RECORD
2. CHANGE FIELD CONTENTS

SELECT AN OPTION AND PRESS ENTER

...Enter < ? > to Exit...

(4) Upon writing the record the “O/T” will automatically appear for continued processing.

(5) Purpose. The "0/T" transaction is primarily used to enter the ERO number of the intermediate

maintenance activity and is normally used in conjunction with the “T” (transfer) transaction. Additionally, the “O/T” transaction inputs data which was not transferred, via the “T” transaction, from the existing ERO record to the new ERO number. For ADPE users, the “O/T” Transaction Screen, may only be accessed by going through the “T” transaction process. For non-ADPE users, the information in paragraph 6.2 of UM-4790-5 (O/A transaction) applies. The process for filling out this transaction is the same as the process for filling out an “O/A” transaction except that the ERO number and the DRIS have moved over from the “T” transaction.

c. THE 0/C TRANSACTION

(1) Purpose. This input transaction changes, updates, or corrects specific information for the field(s) residing in the FMSS data base record.

(2) The ERO number cannot be changed by the 0/C transaction. If a problem exists with the ERO number, the record must be closed with a 9 transaction (we will discuss the 9 transaction in a later lesson). A new valid ERO number must be assigned and inducted into the system via the 0/A transaction.

(3) If the 0/C transaction is used to input a category code "M" (readiness-reportable critical repairs), the system will display the deadline control date (DCD) field. The DCD is a required entry when category code "M" is used.

(4) When the job status code is changed to "38" evacuated to higher echelon of maintenance (EVAC HECH) the system will display the destination activity address code (AAC) field. This is a required entry when job status "38" is used.

(5) If the serial number is to be changed to "0" the quantity field of the transaction will be automatically displayed. If not, the quantity field will be skipped and default to "01".

(6) The changes to be made in PCMIMMS AIS must be annotated on the ERO. The transaction information is entered directly from the pink copy of the ERO or can be

transcribed to an equipment repair order shopping list (EROSL).

(7) The 0/C transaction input screen is similar to that of the 0/A transaction. However, only the information you desire to change or correct need be completed. All other fields are left blank.

(8) After all changes have been made and the enter key pressed the following options will appear:

NEW Transaction
DUPE Last Transaction
RETURN To Transaction Menu

OPTION : N

(9) The user must respond to one of these three prompts:

(a) New Transaction. Selection of this option will provide the operator with a new 0/C transaction screen for data entry.

(b) Dupe Last Transaction. This option should be used only if the data field(s) of the next ERO to be changed are the same as the previously entered ERO. The system program will provide the operator with a screen containing all data elements without the ERO number. All the operator has to do is enter the ERO number, thus, eliminating the need to reenter the same information.

(c) Return To The Transaction Menu. If this option is selected, the system program will automatically return to the PCMIMMS transaction menu without writing the record.

d. THE 3 TRANSACTION

(1) Purpose. This input transaction is manually entered and corrects the National Stock Number (NSN), TAM number, Nomenclature, or Weapon System Code (WSC) of an item undergoing maintenance and residing as a record in the FMSS data base.

(2) In most cases a “3” transactions is automatically generated when a O/A, O/T, or O/C transaction

with an ID number as part of the change is submitted to PCMIMMS AIS.

(3) The 3 transaction is automatically produced by matching the ID number to the ID standards file. The system will extract the WSC, EOTC, NSN, TAMCN, and nomenclature.

e. INPUT THE "3" TRANSACTION

(1) Screen - The following 3 Transaction Screen will appear:

3 TRANSACTION

1-ERO :

2-NSN I RPR :

3-WSC :

4-NOMEN :

5-TAM :

(2) Like the O/C, only those fields being updated need be entered. Also, the 3 transaction may be aborted by entering a question mark in any field. Once all necessary data fields of the 3 transaction have been filled, press the enter key, and the following message is displayed:

Is the Next Transaction a 3 Transaction? (YES) or (NO).

f. INPUT 9 TRANSACTION

(1) Purpose. This transaction closes an ERO record in the system files after all actions against the ERO are completed.

(2) ADPE Screen. The following 9 Transaction Screen will appear:

PCMIMMS

9 TRANSACTION

1 ERO NUMBER	**2 CIV-LAB-CHG**
3 PARTS CHG	**4 DATE CLOSED**
5 MIL-LAB-HRS	**6 CLOSE STAT**
7 NBR-UNSRVC	**8 EOTC PRI**
9 PRI-METER	**10 DEF-CODE-1**
11 NBR-TASK-1	**12 HOURS-1**
13 DEF-CODE-2	**14 NBR-TASK-2**
15 HOURS-2	**16 DEF-CODE-3**
17 NBR-TASK-3	**18 HOURS-3**

The ERO Prefix must match an entry on the JON table.

... Enter (?) to Exit ...

Is the Next Trans a 9 Trans ? < YES > or < *NO* > ==> Y

(3) If the answer is yes, the program will automatically return to the 9 transaction input screen. If the answer is no, the program will exit the 9 transaction screen and return to the MINMS transaction menu.

g. FILE UPDATE WITH TRANSACTION FILE

(1) The file update with transaction file feature updates existing information in a unit's transaction files.

(2) From the Master Menu select option 4 (File Update With Transaction File), and press enter.

(3) The next screen will read:

PCMIMMS FILE UPDATE

0. End Option =>_
1. Continue PCMIMMS File Update

Select an Option and Press Enter (Select option 1)

(4) The next screen will read:

Will the Printer be Used (Y/N)
(Select N for this period of instruction).

(5) The next screen will read:

Do you have any courier diskettes to be merged (Y/N)
(This option is used to merge several couriers into one. For this period of instruction enter N).

(6) Immediately following the previous screen you will read:

Do you have any A41507 SASSY diskettes with input (Y/N)
(This option is used to merge several SASSY Diskettes into one. For this period of instruction enter N).

(7) At this point the computer will automatically enter into a series of file sorts to prepare the transactions for processing onto the courier disk.

(8) The next screen will read:

Will The Printer Be Used (Y/N)
(Select N for this period of instruction).

(9) The next screen will read:

0. End Option =>_
1. Create Courier

Select an Option and Press Enter

(10) The next screen to appear will be a warning screen that reads:

Program will prevent a listing of current transactions from being obtained.

0. End Option =>_
1. Print a Transaction Listing

Select an Option and Press Enter
(For this period of instruction press N).

(11) At this time the computer will ask you to insert the courier disk into drive A: and press enter to continue.

(12) A warning will alert the user that "The diskette in A: contains data for RUC _____ with a flag of _." A box will appear that details the flags. The most common flag is that the courier contains information from a previous date. Along with this warning the screen will read:

0. End Option =>_
1. Overwrite Diskette

Select an Option and Press Enter
(ALWAYS OVERWRITE THE DISKETTE).

(13) The computer will now ask for diskette A41504 to be inserted into drive A:.

(a) A drop down screen will display the batch number assigned to the history information. "Press Enter to Continue."

(b) The PCMIMMS History File Listing will appear and display all the batch numbers contained on the History Disk. This information can be used to retrieve information from history if needed.

h. PRINTING PCMIMMS AIS CLASS IA OUTPUT REPORTS

(1) Printing of PCMIMMS class IA reports is accomplished by accessing the PCMIMMS report menu. To do this we must select option 7 (scan/list/report) from the PCMIMMS master menu.

(2) Once option 7 is selected press enter and the PCMIMMS reports menu is displayed.

(a) To print the DPR, select option 6 and the two options for scanning and listing are displayed.

(b) Scan. Selection of this option provides the operator with the ability to view the header information of all active ERO's loaded on the active ERO file.

(c) The operator may view detailed information of an active ERO on the monitor screen. To do this, the operator must press F1 key to locate the desired ERO. The system will request that you enter the desired ERO number. Press enter. Once the desired ERO has been selected, press the “E” ERO detail key. The desired ERO detail is displayed.

(d) The operator may view the parts on order for a specific ERO. To do this, the operator must press the F1 key to locate the desired ERO. The system will request that you enter the desired ERO number. Press enter. Press the “P” (parts trailers) key: all parts trailers for that specific ERO will be displayed. If the parts trailers desired are from an ERO that was previously selected for a detailed view, the operator need only press the “P” key and the parts trailers will be displayed.

(e) List. Selection of this option will provide the operator with a printed copy of the DPR.

1. Once the enter key is pressed, the program will display a message concerning desired shop sections.

2. You may exit this routine by pressing the “?” key.

3. If a DPR of all shop sections is desired press the enter key. Otherwise enter the shop section code for the desired section.

4. Set your printer to top of form and press enter, the program will print the requested DPR. While the desired DPR is being printed the program will display the following message: “DPR IN PROGRESS, PRESS F1 TO CANCEL PRINT”.

5. When the requested print is completed the program will return to the PCMIMMS report menu.

(3) To print the MCGERR LM2 unit report, select option 7 from the PCMIMMS report menu, and the scan/list options are displayed again.

(a) Scan. Selection of this option provides the operator with the ability to view all the readiness assets loaded to the unit's readiness file. The operator may view deadlined records, summary of readiness (totals and percentages), and the remarks for a specific loaded readiness reportable asset. This is accomplished by selecting "F1" to locate the desired asset table of authorized material control number (TAMCN), and pressing the appropriate key (i.e., D - deadlined, S - summary, and R - remarks) to obtain the desired display.

(b) List. Selection of this option will provide the operator with a printed copy of the LM2 unit report.

1. Once the enter key is pressed, the program will instruct you to set your printer to top of form and press enter. The program will print the LM2 unit report.

2. You may exit this routine by pressing the "?" key.

3. When the requested print is completed the program will return to the PCMIMMS report menu.

3. EQUIPMENT REPAIR ORDER SHOPPING LIST (EROSL)

a. EROSL Related Transaction

(1) 4 Add (Parts) Transaction. Purpose – This input transaction builds repair parts trailer records to the ERO previously opened to the FMSS files by the O/A transaction. (See UM-4790-5, chapter 6 for additional information.)

(2) 4 Change (Parts) Transaction. Purpose –

This input transaction changes the data elements of the existing repair parts trailer records that were previously opened with the 4 Add (Parts) transaction. When the 4 Change (Parts) transaction is submitted against an existing record, it will not effect the SASSY transaction created by the original 4 Add (Parts) transaction. If any change is required for a SASSY transaction, it must be manually submitted by the supporting supply section. When it is submitted, only those fields requiring changes should be filled. All other fields, other than the required entries, should be left blank and remain unchanged. (See UM-4790-5, chapter 6 for additional information.)

(3) 5 Transaction. Purpose – This input transaction changes the document number of any non-SASSY document number residing in the Master ERO File. (See UM-4790-5, chapter 6 for additional information.)

(4) 7 Transaction. Purpose – The 7 transaction manually enters the supply status on an open parts record. This transaction enters the supply status received from any source other than MILSTRIP, and it also corrects any previous status in the system files. (See UM-4790-5, chapter 6 for additional information.)

(5) 8 (Parts) Transaction. Purpose – This input transaction receipts for or cancels a parts record previously established by a 4 transaction. It causes the preparation of selected SASSY transactions to record receipts (partial or full), cancellations, issues, demands, and credit actions. The authority code assigned to an 8 transaction determines what actions are completed.

(a) Authority Code “1”. This code will receipt for a requisition.

(b) Authority Code “2”. This code is used to process a receipt or cancellation in MIMMS only.

(c) Authority Code “3”. This code is used to cancel a requisition.

(d) Authority Code “9”. This code is used to transfer a document from one ERO to another.

(e) See UM-4790-5, page 6-80&81 for additional information on authority codes.

b. NAVMC 10925 (EROSL)

(1) Purpose. The EROSL is a dual purpose form. It serves as the ERO shopping list and as a MIMMS data input form. Use the EROSL in conjunction with the ERO to requisition, receipt for, cancel, and record partial issues and credits of repair parts and secondary reparables associated with ground equipment undergoing repair. Additionally, to simplify data input, all required MIMMS input transactions may be placed on the EROSL.

(2) Configuration. The EROSL is configured in a pad of 100 sheets. The EROSL is self-carbonizing to permit preparation of the desired number of copies. The front and back covers of the pad are printed with instructions and may be used as templates for completing the actual EROSL. To use the templates, select the one for the appropriate transaction type desired. Lay the template on the EROSL, ensuring that the card columns of the template are aligned with the card columns on the EROSL, and complete the desired transaction.

c. Preparation Instructions

(1) Header Section

(a) ERO. The ERO holder enters the ERO number assigned to the equipment, which needs the item being requisitioned.

(b) Unit. The ERO holder enters the name of the section to identify which section submitted the EROSL.

(c) Date. The ERO holder enters the Julian date the EROSL was prepared.

(d) Maint. The ERO holder enters the required initials of the individual authorized to approve the requisition.

(e) Supply-IP. The unit supply section or the issue point enters the initials of the person receiving the EROSL and the date the EROSL was received.

(f) Data Clerk. The unit supply section or the issue point enters the initials of the person verifying that all transactions listed on the EROSL have posted to the DTL and the date the transaction posted.

1. Check off each EROSL transaction listed on the DTL with no errors or mistakes.

2. Correct each EROSL transaction listed on the DTL with NON-CRITICAL errors, CRITICAL errors, or mistakes per local procedures.

3. Research each EROSL transaction not listed on the DTL and take corrective action per local procedures.

(g) Material Usage Code. The ERO holder circles the appropriate code: “6” for SL-3 components, “7” for corrective maintenance, “8” for modification instruction, or “9” for preventive maintenance.

(h) Shop Section. The ERO holder enters the Shop Section CC 77, from the ERO.

(i) Source Reference. The ERO holder must enter the reference used to locate the NSN or part number.

(2) Transactions Section. The transaction line in indicated by card columns (CC’s).

(a) Transaction Code CC 1. The ERO holder enters the transaction code “4” on the EROSL.

(b) ERO Number CC’s 2-6. The ERO holder enters the ERO number.

(c) National Stock Number (NSN) CC’s 11-23. The ERO holder enters the NSN as follows:

1. Repair Part. The ERO holder enters the NSN of each repair part requested.

2. Secondary Reparable Items. The ERO holder enters the NSN of each secondary reparable item

requested. (See TM-4700-15/1H, page 2-3-4 for additional information).

(d) Quantity CC's 24-26. Enter the quantity as follows:

1. Repair Part. The ERO holder enters the quantity needed for each part entered on the "4 Parts" transaction.

2. Secondary Reparable Items. The reparable issue point enters the quantity of each secondary reparable item requested. (See TM-4700-15/1H, page 2-3-4&5 for additional information).

(e) Document Number CC's 28-40. The document number is divided into three groups: Activity Address Code (AAC) (CC's 28-32), Date (CC's 33-36), The first digit of the document serial number (CC 37) position contains the material usage code "6" for SL-3 components, "7" for corrective maintenance, "8" for modification maintenance, or "9" for preventive maintenance as circled in the header section.

1. Repair Parts. The unit supply section enters the document number for each repair part transaction.

2. Secondary Reparable Items. The reparable issue point enters the document number for each secondary reparable item transaction. (See TM-4700-15/1H, page 2-3-5 for additional information).

(f) Signal Code CC 41. The unit supply section enters the appropriate signal code designating where the part will be shipped and who will receive the bill. When the advice code is "SC," "PB," or "99," no entry is required. When left blank a signal code of "13" will automatically be generated. Signal codes are listed in UM-4400-124.

(g) Priority CC's 42-43. The ERO holder enters the priority of the part for each "4 Parts" transaction. The priority must be equal to, or lower than, the priority of the associated ERO, consistent with the mission essentiality of the item requisitioned.

(h) Supplementary Address CC's 44-48. The supplementary address is entered as follows:

1. Repair Parts. The unit supply section enters the supplementary address when used for local distribution codes and may be left blank.

2. Secondary Reparable Items. The reparable issue point enters the AC (CC's 28-32) of the requesting unit when advice code (CC's 68-69) F1 is used, or the AC (CC's 28-32) of the reparable issue point when advice codes (CC's 68-69) F2, F3, F4, or F5 are used.

(i) Unit of Issue CC's 49-50. The ERO holder enters the unit of issue for each "4 Parts" transaction.

(j) Job Order Number (JON) CC's 51-64. The JON is entered as follows:

1. Repair Parts. The ERO holder enters the JON provided by the unit supply section. This entry may be left blank, unless local procedures require that it be entered.

2. Secondary Reparable Items. The reparable issue point enters the JON. (See TM-4700-15/1H, page 2-3-7 for additional information).

(k) Demand Code CC 66. The demand code is entered as follows:

1. Repair Parts. The ERO holder enters the demand code R for recurring demands or N for nonrecurring demands for each transaction.

2. Secondary Reparable Items. The reparable issue point enters the demand code. (See TM-4700-15/1H, page 2-3-7 for additional information).

(l) Not Mission Capable Supply (NMCS) Indicator CC 67 of the Parts Transaction. The ERO holder enters the NMCS indicator on the "4 Parts" transaction during initial preparation of the EROSL.

1. When the item of equipment undergoing repair is a secondary reparable, the secondary

reparable being requisitioned and all parts being requisitioned to repair the secondary reparable, use NMCS indicators as follows:

a. Use “9” for each NMCS requirement when the priority designator is 01, 02, or 03 for an overseas customer or CONUS customer deploying overseas within 30 days.

b. Use “N” for each NMCS requirement when the priority designator is 02, 03, 04, 05, 06, 07, 08, or 09 for CONUS customer and 05 for OCONUS customer.

2. When the item of equipment undergoing repair is readiness-reportable, and the part being requisitioned is required to remove the item of equipment from NMCS or anticipated NMCS status, use NMCS indicators as follows:

a. Use “9” for each NMCS requirement when the priority designator is 01, 02, or 03 for an overseas customer or CONUS customer deploying overseas within 30 days.

b. Use “N” for each NMCS requirement when the priority designator is 02, 03, 04, 05, 06, 07, 08, or 09 for CONUS customer and 05 for OCONUS customer.

c. Use “E” for each anticipated NMCS requirement when the priority designator is 02, 03, 04, 05, 06, 07, or 08. Anticipated NMCS is a condition that is anticipated to occur within 15-days for a CONUS or 20-days for an overseas customer that will result in equipment entering into NMCS status.

d. Leave blank when the part does not place an item of equipment in an anticipated NMCS status.

3. When the item of equipment undergoing repair is, in the opinion of the commander, mission essential impacting on unit readiness, and the part being requisitioned is required to remove the item of equipment from NMCS or anticipated NMCS status, use NMCS indicators as follows:

a. Use “9” for each NMCS requirement when the priority designator is 01, 02, or 03 for an overseas customer or CONUS customer deploying overseas within 30 days.

b. Use “N” for each NMCS requirement when the priority designator is 02, 03, 04, 05, 06, 07, 08, or 09 for CONUS customer and 05 for OCONUS customer.

c. Use “E” for each anticipated NMCS requirement when the priority designator is 02, 03, 04, 05, 06, 07, or 08. Anticipated NMCS is a condition that is anticipated to occur within 15-days for a CONUS or 20-days for an overseas customer that will result in equipment entering into NMCS status.

d. Leave blank when the part does not place an item of equipment in an anticipated NMCS status.

NOTE

FEDLOG has a listing for Combat Essentiality Code (CEC). The CEC can be found in the FEDLOG management view screen under the service/agency (S/A) MGMT CTL data element in position 2. The S/A code for the Marine Corps is DM. A CEC of 5 is for repair part or secondary reparable when failure in a MARES reportable end item will render it inoperative or reduce its effectiveness below the minimum acceptable level of efficiency. When a CEC of 6 is listed, it is for repair of secondary reparable when failure in a non-MARES reportable equipment will reduce its effectiveness below the minimum acceptable level of efficiency.

(m) Advice Code CC’s 68-69. The ERO holder enters the advice code. (See TM-4700-15/1H, page 2-3-9 and UM-4400-124, page 4-4-10 for additional information).

(n) Nomenclature or Part Name CC’s 70-79. The ERO holder enters the nomenclature or part name for each “4 Parts” transaction submitted.

(o) Transaction Type CC 80. The ERO holder

enters the type of transaction, identified as “A” for add or “C” for change.

d. Special Instructions

(1) Preexpended Bin (PEB) Items. Requisition all PEB items using a shop overhead ERO per MCO P4790.2_.

(2) ERO Parts Bin. An ERO Parts Bin is an area where the parts ordered on an ERO are stored, waiting to be placed on the equipment. The area can be a shelf, box, or something similar. All small parts for the same ERO are kept together in the same ERO bin, the location of which is normally indicated by the ERO number. Large parts, by virtue of their size, require a larger area and are normally stored together, regardless of the ERO to which they belong.

(a) Upon receipt of parts which will not be immediately installed on the equipment, annotate the EROSL with the date/quantity of items received and ERO bin location, when the location is designated by other than an ERO number.

(b) When parts are removed from the ERO bin for installation, the mechanic or shop chief will annotate the EROSL.

(c) The method of annotation may be by circling, check mark, use of blanks in the heading of the EROSL, use of unused card columns, or written information on the EROSL. The annotation procedures must be contained in the Major Subordinate Command Maintenance Management Standing Operating Procedure.

e. Filing. Upon completion of the required requisition information by the using unit, the EROSL is taken to the issue point where issues are made, when possible. The issue point completes its required information for repair parts/secondary reparable items and returns the second copy of the EROSL to the requisitioner. The first copy is maintained by the issue point for local use while parts/secondary reparable items are outstanding. The issue point forwards the original EROSL to the keypunch center for processing. The keypunch center returns the original to the issue point when the required information has been automated. When all parts transactions reflected on the EROSL have been accepted on the Daily Transaction

Listing/Daily Process Report, the original EROSL is returned to the originator who will join it with the original ERO. FMSS supported units are not required to retain the EROSL after the ERO has been closed. Non-FMSS supported units will file the completed original (or its commercial equivalent) ERO and EROSL together and retain them for a minimum of 1 year. When the interval between maintenance actions exceeds 1 year, retain the most recent completed ERO and EROSL in the equipment record jacket/ folder.

REFERENCES:

1. MCO P4790.2_
2. MCBUL 3000
3. PC MIMMS Tech Guide
4. MCO 4400.16_
5. TM-4700-15/1_
6. UM-4790-5
7. UM-4400-124